

## BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES

Week of March 24, 2014

According to staff notes, the following items were discussed.

Monday, March 24, 2014

9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion  
Commissioners Jeffreys, Neatherlin and Sheldon met with Bill Kenny from 9:03 a.m. to 9:30 a.m. in Closed Session for a labor discussion.

9:30 A.M. Public Health & Human Services – Vicki Kirkpatrick  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.  
The following items were reviewed:

- Vicki Kirkpatrick briefed the Board about an amendment to the Health and Human Service Department's Consolidated Contract with the State Department of Health. The amendments were in the following program areas: 1) Onsite Sewage Management (\$90,000); 2) Ryan White Case Management (\$43,500); 3) Maternal Child Health Block Grant (\$2,402). The Commissioners approved placing the contract on the Board Action Agenda. The total amount of the amendment is \$135,902 increasing the total Consolidated Contract to a maximum of \$2,159,549.
- Vicki also gave the Commissioners a heads up about a person refusing to identify herself complaining that the Health Department is not responding appropriately to lice issues that we do not have the resources or the responsibility/authority to do. The individual indicated that she would contact the Commissioners.
- Debbie Riley gave an overview of the research she had done into EnviroStar awards since the request by a representative from the Kellogg Company for a designation for Stretch Island Fruit Company because of all of the good things they are doing at their plant. In the research it was discovered that EnviroStar awards (under a Department of Ecology grant) are given to hazardous waste producers such as dentist offices, auto shops, dry cleaners and print shops. There is a "Green Business" award given to any business for good environmental practices including such areas as solid waste reduction, energy savings, water conservation, pollution reduction and environmentally friendly purchasing to name a few. The "Green Business" designation is usually given by the local Chamber of Commerce. If fashioned after "Thurston Green Business" potential Mason County partners could include Mason County, the City of Shelton, the North Mason Chamber of Commerce, the Shelton-Mason County Chamber of Commerce, Mason County Economic Development Council, Mason County Transit, PUD#1, and PUD#3 to name a few. Commissioner Neatherlin asked for an informational packet to take to the North Mason Chamber for their consideration.
- Debbie also informed the Commissioners that an Environmental Health Specialist (EHS) was leaving the county and that she would not be asking permission to replace him (although field work is picking up). We feel that it is prudent to wait to fill the position until we are sure we will be awarded the water quality grants that we have applied for. If we receive the grants, they will support an EHS through 2015 and 2016. The person who is leaving covered the dilemma desk in Building 3 two shifts a week so changes needed to be made to the schedule. For the time being an EHS will be available each morning from 8:00 am until 12:30 PM and a clerical will cover the desk from 12:30 till 4:00 PM each day. By placing the clerical in Building 3 for 1/2 day, permits can still be received and receipted, records can be pulled and truthed for the scanning project, and public records requests can be researched and sent out. The clerical will do no more at that station than the position does in Building 8. If an EHS is needed immediately to answer questions, an EHS can be called. We have determined that most of the permits being submitted to staff at the dilemma desk are those related to building permits. Most onsite, food and drinking water applications still come to Building 8. We will re-evaluate the situation every 3 months.

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- 10:00 A.M. Support Services - Bill Kenny  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.  
The following items were reviewed:
- Cmmr. Jeffreys provided an update on discussions with Skookum Rotary about the Event Center location.
  - Frank Pinter provided financial and budget information.
- 10:30 A.M. BREAK
- 10:35 A.M. Public Works - Brian Matthews & Melissa McFadden  
Utilities & Waste Management - Brian Matthews & Tom Moore  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.  
The following items were reviewed:
- John Prairie Road closure for routine maintenance.
  - Discussion of how to service new houses built in the Belfair UGA that do not have sewer and need their system pumped. Options are to purchase a pump truck or contract for the service. Staff will follow up with a financial analysis.
  - Discussion of Commissioner participation on the Solid Waste Advisory Committee.
  - Log Yard Road - discussion of bringing this private road into the county road system.
  - Cmmr. Sheldon brought up the Skokomish General Investigation Study meeting last Thursday. Public Works staff will draft response to meet the April 7 deadline and a briefing will be scheduled tomorrow, March 25 to review the letter.
- 11:00 A.M. Support Services - Bill Kenny - rescheduled to 2:30 p.m.  
2014 Information Services Needs
- 11:30 A.M. Superior Court/District Court/Superior Court Clerk  
Judge Sheldon/Judge Meadows/Ginger Brooks  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.  
The following items were reviewed:
- Discussion of courtroom facilities. A third courtroom is needed for the daily court dockets. A request was made relocate the Coroner's office from the modular building to accommodate jury trials.
  - District Court - Patsy Robinson said the new space is working well however they are finding they are in need of a second court space. They need to maintain an area for the Probation Officer to meet with his clients.
  - Court Clerk Ginger Brooks stated the Clerk's office is also in need of additional space and an immediate need is new carpeting.
  - Discussion of an additional modular courtroom that can be used until a permanent space can be built. Additional security may be needed if an additional modular building is obtained.
  - The 3rd Superior Court Judge will start in 2015.
  - A raised bench is needed in Courtroom B. Cmmr. Jeffreys brought up using the Trial Court Improvement Fund. Judge Sheldon stated that fund is to not supplant what is required to be provided by the county.
  - Eradication of lady bugs in Judge Finlay's office. John Keates has a plan to treat in the fall.
  - Humidity problem in Judge Sheldon's office. She has a dehumidifier but wants to find the source of the humidity and have it fixed. District Court has the same humidity problem.
  - Basement space could be used by District Court.
- Commissioner Discussion – there was no discussion.

BREAK – NOON

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- 2:00 P.M. Finance Committee Meeting  
Commissioner Terri Jeffreys, Treasurer Lisa Frazier and Auditor Karen Herr met for Finance Committee business. Commissioners Randy Neatherlin and Tim Sheldon were also in attendance.
- Treasurer Lisa Frazier presented financial information as of mid-March. Current Expense cash balance as of December 31, 2013 that includes 13<sup>th</sup> month, is \$6,754,021.
  - New policy is pending for Cash Handling Policy and Procedures.
  - Local Government Investment Pool Prospectus Authorization and Acknowledgement of Investment LGIP has been signed and returned to WA State by the County Treasurer and her staff.
  - Ms. Frazier is working on updating the Investment Policy. She has sent it to the WA Municipal Treasurer's Association for their approval and it is now up to the Finance Committee to approve.
  - Request for Cmmr. Jeffreys, Auditor Herr and Treasurer Frazier to sign a statement to the Public Disclosure Commission.
- 2:30 P.M. Support Services - Bill Kenny - rescheduled to 2:30 p.m.  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.  
The following items were reviewed:
- 2014 Information Services needs. An urgent technology need is to upgrade the computers that use Windows XP because Microsoft will no longer support after April 2014 and various state/public agencies along with financial institutions are migrating off of XP. There are 64 computers that need to be replaced ASAP at a cost of approximately \$70,000. Funding is not available in the ER&R Fund however there is in the Technology Fund.
  - Firewall upgrade is necessary. The core issues are lack of protection of information coming in and going out, and system backup and efficiency are at risk and are antiquated. To upgrade the firewall and WIFI, backup system and switches, the cost is approximately \$16,900.
  - Request to change the resolution naming the Support Services Director as Administrator of the Reserve Technology Fund.
- 3:00 P.M. Facilities, Parks & Trails – John Keates  
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Lease agreement for shellfish beds. Discussion of how to verify the harvest quantity. The lease will be placed on next week's Action Agenda.
  - RCO grant acceptance for the MCRA Park Infield Renovation Project. The Commissioners would like the match to be from REET II or other funds,, depending on what's available..
  - Agenda will be amended to reflect that Cmmr. Neatherlin will sign the real estate MLS forms.
- Commissioner Discussion – there was no discussion.

Tuesday, March 25, 2014

- 4:55 P.M. Public Works Department - Brian Matthews/Melissa McFadden
- Skokomish General Investigation Study. Cmmr. Jeffreys expressed concern with using the Skokomish Flood Control as the funding source for the current habitat restoration proposal. Cmmr. Neatherlin stated he understands the project manager is trying to find options to mitigate the landowners concerns and he may be more supportive of the proposed project.
- Rich Geiger stated the habitat benefit is clear in the proposal. The proposal will also help draw down the water table. Sub-drains cannot be done by the Corps and other funding sources could be sought out. There are farming concerns of not being able to cross the channels and water crossing equipment could be installed. Rich pointed out these channels are notional at this point, and will not know the exact locations until after it is further studied.

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There was discussion of impacts of the habitat restoration proposal and concerns of the landowners. Public Works staff will draft a letter for the Board to send to the Corps before the April 7 deadline.

Respectfully submitted,

Diane Zoren, Assistant to the Commissioners

BOARD OF MASON COUNTY COMMISSIONERS

  
Terri Jeffreys  
Chair

  
Tim Sheldon  
Commissioner

  
Randy Neatherlin  
Commissioner